



Your Experience Can Make The Difference

Program Specialist – SV-301-F/G

As an entry-level Program Specialist at TSA, you will apply experience and general knowledge of business operations to perform a mixture of administrative and organizational assignments. This is a wide-ranging occupation, and the duties will cover a variety of work assignments in support of the organization's mission, vision, and goals. The work of a Program Specialist generally includes:

- Compiling, tracking, and analyzing data.
- Maintaining records/files.
- Procuring supplies and equipment.
- Providing written and oral explanations of administrative policies.
- Maintaining the calendar for a General Manager, Assistant General Manager, or other management official.
- Receiving visits and telephone calls from high-ranking officials of Federal, state, and local government; Stakeholders (representatives of industry); and the general public; serving as primary point-of-contact.
- Preparing materials for conferences, training, and meetings; as required, attending conferences or meetings, taking notes, and composing summary accounts.
- Receiving and appropriately handling incoming and outgoing mail.

Qualifications:

F–Band: Candidates must have at least three years of qualifying general experience. Qualifying general experience includes performing duties associated with analyzing problems to identify significant factors; gathering pertinent data and recognizing solutions; planning and organizing work; and communicating effectively orally and in writing.

OR have completed a four-year course of study leading to a bachelor's degree in any field.

OR have an equivalent combination of qualifying education and experience.

G–band: Candidates must have at least one year of specialized experience comparable in difficulty to the F-Band (GS-9) level in the Federal service. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of this position **and must include experience in compiling reports, maintaining records and files, and/or compiling, tracking and analyzing data.**

OR have completed a Ph.D. or equivalent doctoral degree or three full years of progressively higher level graduate education that provided the knowledge, skills, and abilities needed for successful performance in this position.

OR have an equivalent combination of qualifying education and experience.

For more information about the Career Evolution Program, please visit www.tsa.gov/CEP
www.tsa.gov/CEP • NewHorizons.CEP@dhs.gov

TSA is an Equal Opportunity Employer: All qualified candidates will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, personal favoritism, protected genetic information, or other non-merit factors.



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